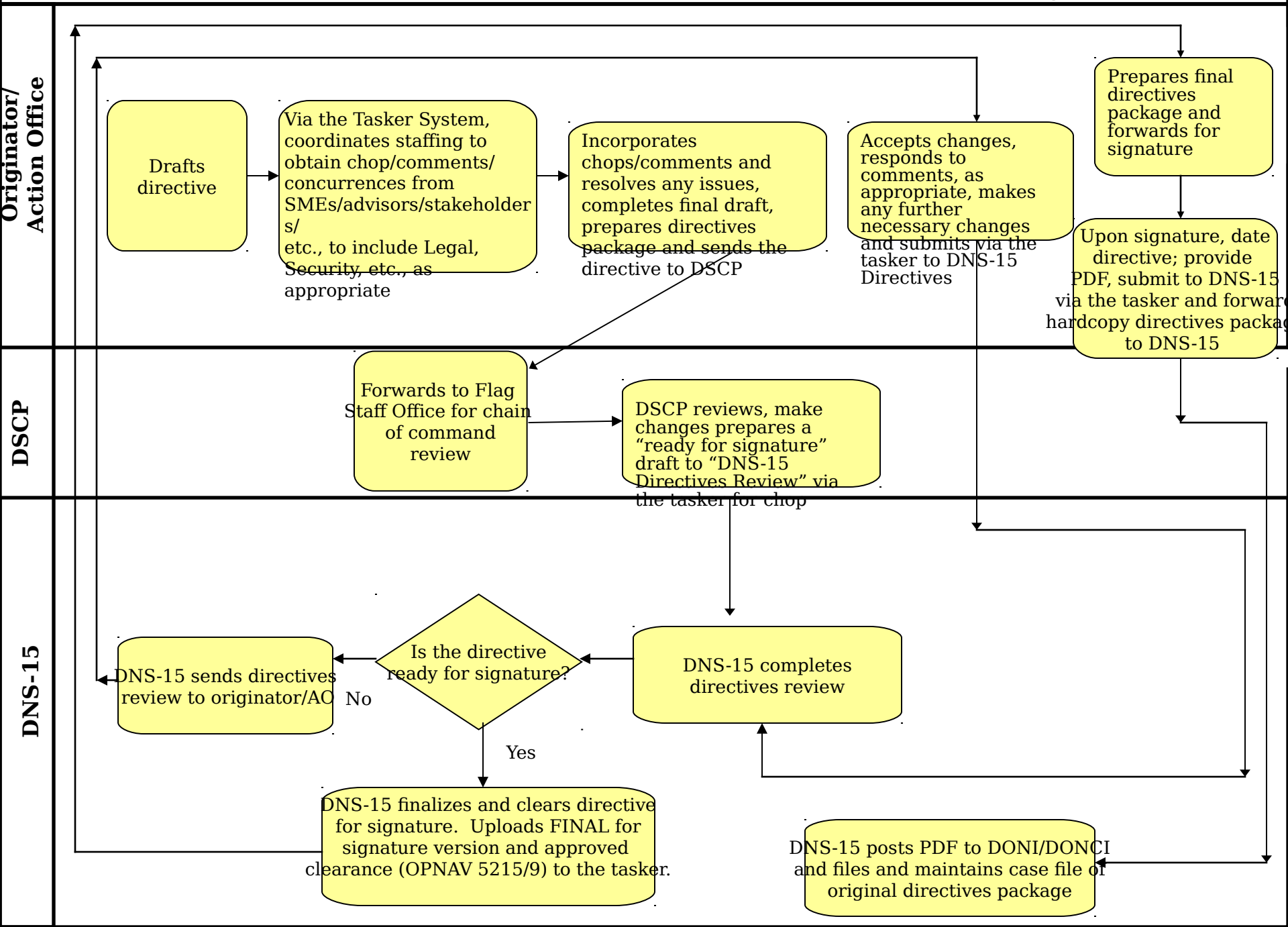
OPNAV Directives Review and Approved Clearance Process for Signature


Originator/ Action Office
Drafts directive
Via the Tasker System, coordinates staffing to obtain chop/comments/ concurrences from SMEs/advisors/stakeholders/ etc., to include Legal, Security, etc., as appropriate
Incorporates chops/comments and resolves any issues, completes final draft, prepares directives package and sends the directive to DSCP
Accepts changes, responds to comments, as appropriate, makes any further necessary changes and submits via the tasker to DNS-15 Directives
Prepares final directives package and forwards for signature
Upon signature, date directive; provide PDF, submit to DNS-15 via the tasker and forward hardcopy directives package to DNS-15
DSCP
Forwards to Flag Staff Office for chain of command review
DSCP reviews, make changes prepares a "ready for signature" draft to "DNS-15 Directives Review" via the tasker for chop
DNS-15
DNS-15 completes directives review
Is the directive ready for signature?
No
DNS-15 sends directives review to originator/AO
Yes
DNS-15 finalizes and clears directive for signature. Uploads FINAL for signature version and approved clearance (OPNAV 5215/9) to the tasker.
DNS-15 posts PDF to DONI/DONCI and files and maintains case file of original directives package